



## The Opportunity

Since 1986, JL Filtration ([www.JLFiltration.com](http://www.JLFiltration.com)) has been providing safe and effective filtration and separation products and solutions. We serve clients across North America with comprehensive services for all industries, including custom-designed and developed solutions, equipment and product sales, field services, system rentals and more.

We are looking for a **HSE Advisor / Rental Coordinator** to support our safety program and assist with coordination of our rental equipment fleet at our Leduc office/facility. This is a dual-role position combining health & safety administration with equipment and fleet coordination in a small, team-focused environment.

## The Role

- Maintain HSE records, manuals, and safety documentation
- Track employee training, certifications, and competency records
- Assist with incident reporting and corrective action tracking
- Coordinate safety meetings, orientations, and communications
- Support COR audits and client platforms (ISNetworld, ComplyWorks, Avetta)
- Maintain SDS inventory, PPE supplies, and safety equipment
- Coordinate equipment and maintenance tracking, and CVIP records

## Qualifications

- 3–5+ years experience in Health & Safety program administration
- Working knowledge of Alberta Occupational Health & Safety requirements
- Strong organizational and administrative skills
- Proficient with Microsoft 365 and digital safety systems
- NCSO designation (or willingness to obtain)

## Apply

Send your resume and a short summary of experience to:

**HR@JLFiltration.com**

We thank all applicants for their interest; only those selected for interview will be contacted.